

## SECTION 5.0 GENERAL REGULATIONS

### 5.1 OFF-STREET PARKING

**5.1.1 Location.** Required off-street parking facilities shall be provided on the same lot as the principal use they are required to service, with the following exceptions:

1. In the case of multifamily apartments having more than sixteen dwelling units, the required parking facilities may be provided on lots any part of which is not more than five hundred feet away from an entrance to the building to be served.
2. In Industrial A and B Districts, and in the case of Institutional Uses in any district, the required parking facilities may be provided on lots not more than one thousand feet away from an entrance to the building to be served.
3. In the case of a dormitory of a nonprofit educational institution, the required parking facilities may be provided on lots not more than one thousand feet away, measured along a walkway, from the dormitory to be served.
4. In Business B and C Districts, the required parking facilities may be provided on lots any part of which is three hundred feet away from the building to be served.

**5.1.2 Ownership or Control.** Off-street parking facilities shall be under the same ownership or control as the building or buildings which they serve. Where a certificate of occupancy has been issued conditional to the maintenance of off-street parking facilities, such certificate of occupancy shall lapse in the event of the sale or conveyance of the land used for such parking facilities for the required parking.

1. In the case of control (not ownership), the applicant shall demonstrate that control is conclusive for the period of intended use.

**5.1.3 Ownership; Two or More Buildings.** Parking required for two or more buildings or used under the same ownership may be provided in combined facilities on the same or adjacent lots, subject to approval by the Planning Board pursuant to Section 9.5, where it is evident that such facilities will continue to be available for the several buildings or uses.

**5.1.4 Setbacks.** Parking facilities shall be at least ten feet from a street line, except that Residence A and Residence B districts shall have no setback requirement from the street line. Parking facilities in a Residence A and in a Residence B district shall be at least three feet from any other lot line, except that unenclosed parking facilities shall be at least three feet from lot lines and at least five feet from that part of a building having windows of habitable rooms. Means of egress shall not be obstructed. Parking facilities in all other districts shall be at least ten feet from any other lot line and shall be at least ten feet from any building and shall not be located between the street line and the required setback line. In Residence A and Residence B districts, enclosed parking facilities shall not be located in a front yard.

1. Driveways/parking facilities shall not exceed, in Residence A and Residence B districts, thirty percent (30%) of the front yard setback, and in no event shall exceed twenty (20) feet in width. Parking facilities in said districts shall not exceed forty percent (40%) of the rear yard.

**5.1.5 Prohibited Uses.** Parking areas shall not be used for automobile sales, gasoline sales, dead storage, repair work, dismantling or servicing of any kind.

**5.1.6 Lighting.** Lighting for parking facilities shall be installed in a manner that will prevent direct light from shining onto any street or adjacent property.

**5.1.7 Parking Space Requirements.** Buildings and uses in existence prior to the effective date of this Ordinance shall not be subject to the requirements stated herein. All other buildings and uses shall comply with the requirements of this Section.

1. *Two or More Uses.* Where a building or land area is used by two or more activities that fall into different classes of use, the facilities required shall be the sum of the requirements for the individual establishments.

2. *Required Spaces; Rounding of Fractions.* Where the computation of required parking spaces results in a fractional number, the fraction shall be counted as one.

3. *Parking Space requirements for Urban Renewal Uses.* The provisions of Section 5.1 shall not apply to parking spaces developed in connection with Urban Renewal Uses. In lieu thereof, the number of parking spaces and the design, ownership and location of parking facilities developed in connection with Urban Renewal Uses shall be reviewed by the Planning Board as part of the Certification of Consistency granted pursuant to the Urban Renewal Plan.

**5.1.8 Table of Off-Street Parking Requirements.** Parking shall comply with the following:

TABLE OF PARKING REQUIREMENTS						
	Residence (1,2,8)	Assembly (3,4)	Institution (5,6,7)	Retail	Office	Factory and Warehouse
	Minimum number spaces per dwelling unit	Number of seats requiring one space	Number of square feet of gross floor area requiring one space, by type of use			

Residence A	2 per dwelling with 1-2 bedrooms 3 per dwelling with 3-4 bedrooms per dwelling with 5 or more bedrooms	5	600	-	-	-
Residence B	4 1.75 per 1.0	5	600	-	-	-
Residence C	1.75 per 1.0	8	1,000	-	-	-
Business A	1.5 per 1.0	4	1,000	200	300	-
Business B	1.5 per 1.0	4	1000	200	300	
Business C	1.5 per 1.0	4	2,000	400	600	-
Industrial A	-	10	1000	500	500	2000
Industrial B	-	10	1000	500	500	2000
Marina	.50 per approved slip					

**5.1.9 Notes to Table of Off-Street Parking Requirements.** *For parking requirements in the Quincy Center Districts and the Planned Development Districts, see Section 8.0.*

1. One space for each sleeping room in a boarding house, lodging house, Bed and Breakfast, or motel.
2. One space for each two sleeping rooms in a hotel.
3. Place of public assembly including school and church auditoriums but excluding places of worship, where no fixed seats are utilized, each twenty square feet of public floor area shall equal one seat.
4. Bowling alleys shall provide four spaces for each alley.
5. Institutions shall include public and private schools, colleges and all institutional uses listed in the Table of Use Regulations. Schools intended primarily for children under sixteen years of age need not provide more than one half the requirements specified in the above table. Where an institution provides dormitory residence accommodations, the

number of parking spaces furnished for that purpose may be deducted from the requirements established for the educational buildings normally used by students in residence.

6. Hospitals shall provide one space for each two and one half patient beds.

7. Nursing or convalescent homes primarily providing long term custodial care for patients, need not provide more than one space for each five patient beds.

8. In Residence B and C Districts, the parking requirements for two family and multifamily dwellings shall be increased by one fourth parking space per dwelling unit for guest parking. Guest parking must be clearly marked or striped to the satisfaction of the Building Commissioner.

**5.1.10 Driveway Grades.** No permit shall be issued to construct a two-family or multifamily dwelling in Residence B or C Districts showing a proposed driveway or access way with a grade exceeding ten percent or less than one half of one percent. Transition from one grade to another shall be accomplished by means of a vertical curve.

**5.1.11 Parking Spaces.** The minimum size for parking spaces shall be in accordance with the Table of Parking Dimensions; provided, however, that for parking facilities with a minimum of fifty parking spaces or more, up to ten percent of parking spaces may be allocated to compact car parking with minimum dimensions of eight and five tenths feet by seventeen feet.

## **TABLE OF PARKING DIMENSIONS**

### **TYPE OF PARKING REQUIREMENTS**

Ninety Degree Parking Nine feet wide. Eighteen feet long with a twentyfour-foot turning radius.

Parallel Parking Eight feet wide, twenty-two feet long with a twentyfoot turning radius.

Forty-five Degree Parking Nine feet wide, nineteen feet deep with a twentytwo-foot turning radius.

Sixty Degree Parking Nine feet wide, twenty feet deep with a twenty-twofoot turning radius.

**5.1.12 Construction.** Required off-street parking facilities may be enclosed in a structure or may be open. Parking facilities shall be graded, surfaced with tar, asphalt, concrete or other nondusting paving, drained and suitably maintained to the extent necessary to avoid the nuisance of dust, erosion or excessive water flow onto public ways or adjoining property.

**5.1.13 Landscaping Requirements for Parking Areas.** Parking facilities for more than five automobiles shall be screened, except as limited by Section 6.3, by plantings which shall be maintained in a healthy growing condition. Such plantings shall not be less than two and one-half feet in height and shall not be less than fifty percent opaque when viewed from directly in front.

**5.1.14 Paving Permit.** No part of any yard or premises shall be paved or repaved for parking

facilities unless a paving permit is first issued by the Director of Inspectional Services.

1. *Permit application.* Application for a paving permit shall be made to the Department of Inspectional Services and shall include a plan to be approved by the Director of Inspectional Services showing:

- a.. The dimension of each side of the lot.
- b. The boundaries, with dimensions, of existing and proposed paving on the lot and the location and dimensions of parking spaces.
- c. The location and dimensions of any buildings or other structures on the lot.
- d. The nature of the paving material or materials to be used and the nature of adjacent ground cover.
- e. A landscape plan, if requested by the Director of Inspectional Services.
- f. A drainage plan, if requested by the Director of Inspectional Services.

2. *Permit issuance.* The paving permit shall identify the property upon which the paving is to be done and describe the specific area which is to be paved and the type of surface to be used. The paving permit shall be posted in a conspicuous location on the lot during the paving operation. No paving permit shall be issued to place new paving, or paving expansion, unless all parking and access facilities on the property and the construction thereof meet the standards of this section of the Quincy Municipal Code.

3. *Nonconforming paving.* A paving permit may be issued to reconstruct a driveway/parking facility which legally exists at the time of adoption of this provision. When such paving, or any portion thereof, can feasibly be done in greater conformity with the zoning ordinance in the opinion of the Director of Inspectional Services, the Director shall so require in any paving permit. In determining such feasibility, the following provisions shall apply:

- a. The reconstruction shall not increase or extend any existing nonconformity;
- b. The reconstruction shall not cause or permit a change in the occupancy or use of the property; and
- c. The reconstruction shall not increase the number of parking spaces provided on the property.

**5.1.15 Paving Contractor Licensing.** Any contractor engaging in the installation of any paving of a yard or premises as defined within this section of the Quincy Municipal Code must register with the Director of Inspectional Services and be licensed by the city to provide such services within the geographic boundaries of the city. The fee for such license shall be established at \$50.00 per annum.

1. Each such contractor shall be provided with a copy of the City of Quincy Municipal Code governing paving and parking facilities at the time of licensing, Each such contractor shall have an affirmative obligation to provide a copy of their license to any prospective client within the City of Quincy and to provide services as defined within the provisions and limitations of the Municipal Code governing paving and parking facilities.

2. No paving of any yard or premises shall be permitted in any residential zone except between the hours of 8:00AM and 5:00PM Monday thru Saturday

3. *Violations:* Any contractor who violates any provision of this ordinance shall be liable for a fine of \$100.00 per offense each day to be considered a separate offense and shall be liable for any costs entailed to correct any violation of the provisions established- by this ordinance.

4. *Enforcement:* For the purpose of this section, the Director of Inspectional Services, local building inspectors, the Code Enforcement Officer, or Quincy Police shall have enforcement authority.

**5.1.16 Paving of Yards.** Except when required for facilities to serve a resident governed by the Architectural Access Board under 521 CMR 1.00, et seq., the amount of paving in a front yard shall not exceed in Residence A and Residence B districts thirty percent (30%) of the front yard setback. The amount of paving in a rear yard shall not exceed in Residence A and Residence B districts forty percent (40%) of the rear yard. Any paving in the front yards of any property in Residence A and Residence B districts, except for the paving of walkways not to exceed fortyeight inches in width, regardless of whether such paved area is to be used as driveway/parking facility, shall require a permit in accordance with the provisions of Section 5.1.14, and shall be graded, drained and suitably maintained to the extent necessary to avoid the nuisances of dust, erosion or excessive water flow onto public ways or adjoining property.

**5.1.17 Special Permit.** These off-street parking requirements under Section 5.1 may be varied by the Planning Board as per Section 9.4 by the grant of a special permit upon a finding that substantial detriment will not result.

## **5.2 LOADING FACILITIES**

**5.2.1 Requirements.** Each required loading bay shall be no less than ten feet in width, forty feet in length, and fourteen feet in height, such requirements to be exclusive of drives and maneuvering space, and all required bays, drives and maneuvering space shall be located entirely on the lot with immediate and direct ingress to the building intended to be served.

1. A bay need not be enclosed in a structure; provided, any yard used as a loading bay shall not infringe on front, side and rear yard requirements as indicated in Section 4.0.

2. All such facilities shall be designed with appropriate means of vehicular access to a street as well as maneuvering area.

3. Where a building or land area is used by two or more activities that fall into different classes of use under the Table of Loading Requirements, the facilities required shall be the sum of the requirements for the individual establishments.

4. Where the computation of required loading bays results in a fractional number, only the fraction of one-half or more shall be counted as one.

5. *Loading Facility Requirements for Urban Renewal Uses.* The provisions of Section

5.2 shall not apply to loading facilities developed in connection with Urban Renewal Uses. In lieu thereof, the number of loading bays and the design, ownership and location of loading facilities developed in connection with Urban Renewal Uses shall be reviewed by the Planning Board as part of a Certification of Consistency granted pursuant to the Urban Renewal Plan.

Number of Loading Bays Required By Gross Floor Area Structures			
	5,000 - 15,000 sq. ft.	15,000 - 30,000 sq. ft.	Each additional 15,000 sq. ft.
Retail Trade	1	2	1
Consumer services	1	2	1
Wholesale and jobbing establishments	1	2	1
Warehouses	1	2	1
	8,000 - 20,000 sq. ft.	Each additional 50,000 sq. ft.	
Office buildings	1	1	
Hotels and motels	1	1	
Restaurants	1	1	
Manufacturing	1	1	

**5.2.2 Proximity to Residence Districts.** Required off-street loading bays may be enclosed in a structure and must be so enclosed if located within one hundred feet of a Residence District where the use involves regular night operation, such as that of a bakery, restaurant, hotel or similar uses. Any lighting provided shall be installed in a manner that will prevent direct light from shining onto any street or adjacent property.

**5.2.3 Accessory Driveways.** All accessory driveways and entranceways shall be graded, surfaced, drained and maintained to the extent necessary to avoid nuisances of dust, erosion or excessive water flow across public ways.

**5.2.4 Serving Two or More Facilities.** Required off-street loading space may be provided by facilities designed to serve jointly two or more buildings on adjoining lots; provided, that the number of berths in such joint facilities is not less than the number required for the total combined floor area of such buildings under the Table of Loading Requirements.

**5.2.5 Reduction in Size.** Loading facilities shall not be reduced in total extent or usability after their installation, except when such reduction is in conformity with the requirements of this Section.

**5.2.6 Special Permit.** These loading requirements under Section 5.2 may be varied by the Planning Board as per Section 9.4 by the grant of a special permit upon a finding that substantial detriment will not result.

## **5.3 SIGNS**

**5.3.1 Definitions.** See Section 10.0, definition of "Sign".

**5.3.2 Applicability.** The Section 5.3 shall apply to all signs and their supporting devices, including signs located in the Historic Commercial Districts. Signs in the Historic District will require an additional approval by the Historic District Commission. Unless exempted below, all permanent signs require a permit.

**5.3.3 Exemptions.** The following signs are exempt from the permit requirements of this Section

1. Signs with a size of two (2) square feet or less, except if such sign conflicts with the location, number of signs allowed or other requirements specified in this Section 5.3.
2. Public safety devices or signs erected by government agencies for the safety and direction of the public.
3. The provisions of Section 5.3 shall not apply to signs provided in connection with Urban Renewal Uses. In lieu thereof, the location, size, design and installation of signs developed in connection with Urban Renewal Uses shall be reviewed for approval by the Planning Board as part of a Certification of Consistency granted pursuant to the Urban Renewal Plan.

**5.3.4 Prohibited Signs; Performance Standards.** The following signs are prohibited:

1. Any sign which may be confused with or construed as a public safety device or sign or traffic light, either because of its color, shape or design.
2. Any sign which indicates a business, activity, trade, product or service no longer conducted on the premises on which the sign is located or any related frame, structure, or mounting device.
3. Any sign which incorporates moving, flashing, animated or intermittent lighting, excluding public service signs such as those that specifically display time and temperature.
4. Any sign which obstructs any door, window or fire escape of a building or poses a danger to building occupants or pedestrians.



**5.3.5 Prohibited Signs; By Type.** The following types of signs are prohibited:

1. Animated sign;
2. Outdoor easel signs;
3. Projecting signs. Those projecting signs still remaining at the time of the adoption of this revised Section 5.3 shall be ordered to be removed within one year of the effective date of this revision. If the owners or landlords of such signs are able to produce a valid sign permit issued by the Department of Inspectional Services for such signs, then they will have two years from the adoption of this Section 5.3 to remove them. The responsibility for removing such signs shall fall upon either the store or business owner if they are the sign owner of record; if not, it will be the responsibility of the property owner to remove the sign(s). The permit fee for the removal or replacement of projecting signs will be waived during the two year period mentioned above. When the projecting signs are removed, it is not necessary to replace them with any other of the permitted types of signs in this Section 5.3.
4. Off-premises sign. The construction of new off-premises signs, including billboards, is prohibited throughout the City and the City may not issue permits for their construction or relocation. No use variance shall be granted to vary this provision.
5. Portable sign;
6. Revolving sign;
7. Outdoor sandwich board sign;
8. Signs mimicking the appearance or copy of traffic signs or signals. Any sign which imitates an official traffic signal or uses the words "stop", "look", "danger", "go slow", "caution" or "warning" is prohibited.
9. Under canopy sign;
10. Under marquee sign.

**5.3.6 Signs Authorized by Special Permit.** The following signs may be authorized by special permit from the Planning Board:

1. Permanent wind signs such as banners, pennants, spinners, streamers or other windactivated signs.
2. Signs, such as a mural, painted or mounted. directly upon the exterior surface of any wall.
3. Signs constructed or maintained upon the roof of any building.

4. Changeable sign with rotating messages on a scheduled basis.
5. Neon signs.

**5.3.7 General Sign Standards.** The following standards shall apply to all signs:

1. Sign copy, including logos or symbols, may indicate the name and type of establishment, and the major product(s), goods or services offered.
2. A street or mailing address must be displayed for each ground floor premise and at the main entry for multi-tenant buildings. The address sign may be erected without permit if the sign copy and/or sign panel is not greater than two (2) square feet. If the street name is included in the sign address copy, then the maximum size allowed increases to four (4) square feet.
3. All signs erected in conjunction with this Section 5.3 and requiring a building permit shall clearly display the number of said permit permanently attached to the sign as required by the State Building Code. The letters and numbers of said permit shall be no less than one (1) inch in height and shall be in a contrasting color.
4. No sign shall be mounted in a manner which may obstruct traffic, or public safety devices or signs.
5. No signs shall be affixed to trees, utility poles, fences fronting on a public right-of-way, lamp posts or any public street furniture or placed in the public right of way, except public safety devices and signs.
6. All signs shall be securely affixed to a building facade or ground structure.
7. No sign shall be mounted on or attached to or obstruct a movable door or window except as allowed in this Section 5.3.
8. All sign faces shall be parallel to the horizontal plane of the building except for allowed awning and canopy signs and marquees. All existing signs which do not conform with the provisions of this Section 5.3 shall be removed or brought into compliance within thirty (30) days of the property owner being notified by the Department of Inspectional Services that a sign is non-compliant.
9. *Copy.* No copy lettering is to be larger than two (2) feet in height, unless it is individual channel set lettering or graphics which may be a maximum of three (3) feet high. Where individual letters, symbols, messages, or designs are attached to or painted on a building face, or window, the area shall be the smallest imaginary rectangle, circle, square or other geometric shape, which encompasses and fully contains the extremities of all copy and graphics.
10. All appurtenances shall meet the requirements of the State Building Code.

### **5.3.8 Specific Types of Signs; Standards.**

1. *Awning Signs.* May be the following:

- a. Retractable/Non-Rigid/Crank-out. Shall extend no more than 72 inches from the front of the building if used as a sign; otherwise consult State Building Code 780 CMR. Sign copy is permitted on the slope, side or front fascia of the awning. Copy may include the type of services offered or the name of the business or establishment. If a business also has a storefront sign, the name of the business is allowed on the front slope or side valances of the awning. The front valance may not repeat any of the same sign copy that is on the storefront sign. Sign copy may be affixed by epoxy or other gluing agent or painted on.
- b. Non-Retractable/Rigid/Permanent. Shall extend no more than 48 inches from the front of the building if used as a sign; otherwise consult State Building Code 780 CMR. Sign copy is permitted on the front or side fascia. Copy may include the type of services offered or the name of the business or establishment. If a business also has a storefront sign, the name of the business is allowed on the front slope or side valances of the awning. The front valance may not repeat any of the same sign copy that is on the storefront sign. This type of awning may be lit by electric/neon/gas light. (See back-lit awning) Sign copy may be either painted on or affixed to the awning.

2. *Banner Signs.* All banner signs are to be considered temporary signs, and a permanent structure shall be allowed only by Special Permit from the Planning Board, with approval of the understructure by the Department of Inspectional Services.

3. *Canopy Sign.* The surface(s) and/or soffit of an attached canopy may be illuminated by means of internal or external sources of light, similar to a Marquee. If used as a sign, it may project no more than six feet from the front of the building. If a business also has a storefront sign, the name of the business is allowed on the front slope or side valances of the canopy. The front valance may not repeat any of the same sign copy that is on the storefront sign. Canopies used as physical shelters, such as at gas stations, may be larger than set forth above and may contain sign copy on the sign belt. For further information, see the State Building Code.

4. *Changeable Sign.* A changeable shall not be construed to be an animated sign. Such sign is allowed as long as the content does not change on a scheduled basis such as a flashing, programmed or other continuous movement sign. The message copy must remain stationary.

5. *Commercial Outdoor Advertising Sign.* This type of sign requires a state permit and is also referred to as a billboard sign.

6. *Mural.* Murals, whether used for business advertising or as an art display, will require the proponent to obtain a Special Permit from the Planning Board.

7. *Signs of Religious Institutions.* Churches, synagogues, mosques, temples and other religious buildings may have two signs, one on each street frontage should that be the

case. One sign may be a maximum of twenty square feet and the other a maximum of ten square feet. One sign may be a standing or bulletin board sign used for notices and announcements of events at the institution.

8. *Signs for Membership Clubs, Funeral Homes, Community Buildings, Extended Care Facilities.* Each of these may have two signs. One may be a maximum of thirty square feet and the other a maximum of ten square feet. If one of the signs is a ground sign on a lawn or frontage area it must be set back no less than half the distance of the frontage.

9. *Roof Sign.* Roof signs are not allowed in the City of Quincy. Mansard facades, pent eaves, and architectural projections shall not be considered to be roof signs. The only exception for a roof sign is if its building has no sign band as part of the structure and as such is a hardship and said building meets five of the criteria to be located in an arterial/commercial district and proponent receives permit from the Planning Board.

10. *Illuminated Sign.* Signs shall be illuminated by steady, stationary, shielded light sources directed solely to the sign or internal to it. They shall not cause glare for motorists, pedestrians or neighboring premises. Such signs shall be turned off at night, one half hour after the last employee leaves the premises.

11. *Temporary Sign.* The design and location of temporary signs and banners must receive a permit from the Department of Inspectional Services before put in place. The date for removal shall be noted by the Department of Inspectional Services when it approves the temporary sign or banner desired by the businesses owner. That owner will clearly post the date of expiration of that temporary sign or banner on the back or side of it so that the Inspector can clearly see the date upon a site visit. Not more than one (1) temporary sign per window shall be allowed at one time per business. Temporary signs shall cover no more than fifteen (15) % of the total window space per window. The following limits shall apply to the following types of temporary signs and displays:

- a. Festivals and Special Events, 30 Day maximum
- b. Grand Openings, 60 day maximum
- c. Identification Sign (while permanent sign being made) must meet City good repair and safety standard definition, 60 day maximum
- d. New Product or Service, 30 day maximum
- e. Promotional Sales, 30 day maximum

12. *Political Signs.*

- a. No political signs may be affixed to any public property including utility poles, city trees, bushes, shrubs, fences, lamp posts, mailboxes, or any public street furniture. In the case of such violations, the Department of Public Works or other appropriate city department may remove such violating signs and be held harmless in doing so.
- b. All political signs located on private property shall be installed only with the permission of the property owner(s).

13. (Reserved)

14. *City or Nonprofit Signs.* Temporary signs or banners used by the City or for a nonprofit corporation for holidays, public demonstrations or promotions of civic welfare or charitable purposes or civic events shall be exempt from these regulations as long as they meet safety considerations as determined by the Department of Inspectional Services.

15. *Real Estate Signs.* For Sale or For Lease Signs on commercial property must be in accordance with the provisions of this Section.

16. *Signs on Businesses and Storefronts Without Windows.* Up to a maximum of twentyfive (25) % or fifty (50) square feet is allowed for main signage per the current sign code. For example, a storefront of  $10\phi \times 50\phi = 500$  square feet  $\times 25\% = 125$  square feet for the main sign which would still be allowed a maximum of 50 square feet for the largest main sign. For storefronts without windows, using the above, example, the 500 feet minus the 50 square foot maximum leaves 450 square feet allowed for additional signs for a store or business with no windows. With no windows, a store or business may then have additional signs equal to ten (10) % of the remaining space. In the example given, then, 45 more square feet of signs would be allowed for additional exterior signs. It could be either one sign of 45 square feet or two secondary wall signs of 22.5 square feet for example.

17. *Business Parking Area Signs.* Where a business or store has its own private parking lot, a sign or sign may be erected to alert the general visitor that the parking space(s) are reserved for that business's use only. These signs may be handled in two ways: by individual signs at each designated parking space or by one large wall sign which is meant to be read by all potential parkers. For individual spaces, a sign with a maximum size of twelve by eighteen inches is allowed per space, such sign either wall mounted or in a free standing mounting, such as found in a parking meter. For one large wall sign, the amount of space allowed is for one. (1) square foot of sign per parking space to a maximum of fifty (50) square feet.

18. *Supermarket Temporary Paper Signs.* Supermarkets may have the following temporary paper signs per each window:

a. A sign or signs of any dimension and shape which comprise no more than sixty (60) percent of the total area of each window is allowed. In each window, supermarkets will be permitted to use the largest paper sign or combination of signs which comes closest to but does not exceed sixty (60) percent of the total window surface. However, they must still remain within the total allowable sign area permitted for the building.

19. *Signs for Businesses with More than One Main Entrance.* Where a business has more than one main entrance (a regular facade or doorway for the use of the general public or specific customers to enter to do business at that establishment, but not incidental side door, employee entrance, or a casual rear entrance), the business owner may erect another

"main business sign" at the other main entrance as long as the business follows the general rules and size guidelines for main business signs.

20. *Signs for Businesses with Rear Wall(s) Facing Arterial Roadways/State Highways/Public Parking Lots/Public Ways.* Where a businesses is located in such a way that the rear or side of their businesses face state highways, major arterial roadways, public parking lots, or public ways, such business shall be permitted to install signs that meet the requirements of this Section 5.3 on said facades. Businesses wishing to apply for such signs must obtain a Special Permit from the Zoning Board of Appeals.

**5.3.9 Special Regulations; Contiguous Commercial Areas.** Contiguous commercial areas are those characterized by a majority of the buildings having (1) continuous building fronts or continuous frontage from lot line to lot line; and (2) zero lot lines for the primary facade; and (3) a pedestrian orientation, that is, buildings which have entrances directly on a public way. Signs shall, wherever possible, be mounted so as to either hide the supporting structure, or incorporate the mounting device or structure into the overall design of the sign. Within a contiguous commercial area, the following permanent ground floor, wall and freestanding signs, and upper floor signs are allowed by right or by special permit, as set forth herein:

1. *Ground Floor Sign.* In addition to the main sign, no more than two permanent business name signs may be erected on the premises to which it (they) pertain. It (they) shall be located so as to leave visible all major architectural features of the storefront. The sign panel(s) shall fit within the framing elements of that portion of the storefront to which it (they) is (are) attached. Signs shall be designed to be compatible in scale, proportion and materials with the storefront. The sign copy shall cover no more than seventy (70) percent of the sign panel.

2. *Window Sign.* Permanent window signs may be affixed to, painted on or hung inside storefront display windows. Those hung inside shall be composed only of permanent type materials, that is, they shall not be made from paper or cardboard products, but rather of regular durable sign materials such as glass, Signage tubing, neon tubing, metal, plastic or other such materials. (Also see Temporary Signs.)

a. For safety purposes and security reasons, signs should be located so that visibility into the interior is unobstructed.

b. Sign copy, panels and backgrounds may cover no more than twenty-five (25) percent of the total glass area of display windows.

3. *Door Sign.* Door signs may be painted on glass doors or affixed to or painted on solid doors. Door signs on glass doors may not obscure visibility into or out of the door and may cover no more than ten (10) percent of the glass area. Door signs on solid doors may cover no more than fifteen (15) percent of the door surface.

4. *Entry Sign.* In cases where the entry to a ground or upper floor premises is set back at least two (2) feet from the plane of the facade, a sign may be hung above the doorway provided it meets appropriate building code and safety standards, the bottom of the sign is a minimum of seven (7) feet above the sidewalk, and it is no larger than four (4) square

feet.

5. *Ground Sign.* Within Historic Commercial Districts, no ground sign is allowed except:

- a. Where the principal facade of the building is set back from the property line at least ten (10) feet; and
- b. The design of the sign has been approved by the Quincy Historic District Commission.

6. *Other Ground Signs.* Within other commercial districts covered by this subsection, ground signs are allowed if:

- a. The principal facade of the building is set back from the property line at least twenty (20) feet;
- b. The sign contains a maximum of two faces; and each face contains no more than twenty-four (24) square feet and is a maximum of eight (8) feet above the surface of the ground. Any larger sign requires a Special Permit from the Zoning Board of Appeals. In no case may the sign be higher than twenty-five (25) feet or fifty (50) square feet in size.

7. *Directory Sign.* Multi-tenant buildings shall be allowed a directory sign listing the names and/or locations of the tenants. It shall be located at the entry and affixed flat to a wall surface or be freestanding. If affixed to the wall, the tenant. directory shall not exceed eight (8) square feet in area. If it is freestanding, it shall adhere to the provisions of Section 5.3 pertaining to freestanding signs. The owners of multi-story, multi-tenant buildings shall provide building identification using a building name and street number to assist pedestrians and motorists in finding the location.

8. *Awning Sign.* Awnings and canopies that extend over a public way shall be a maximum of six (6) feet in depth and must be at least one (one) foot behind a plane extending vertically from the face of the curb.

- a. Signs may be located only on the slope or valance of awnings and the fascia and returns of canopies. Sign copy or panels may cover no more than thirty (30) percent of the slope, or fifty (50) percent of the valance of awnings and no more than seventy (70) percent of canopy fascia and returns.

9. *Marquee Sign.* Marquee signs may be authorized by a special permit from the Zoning Board of Appeals. Marquee signs are not allowed in Historic Commercial Districts without the approval of the Quincy Historic District Commission.

10. *Upper Floor Sign.*

- a. *Window Sign.* Signs on upper floor windows shall pertain to the businesses located on upper floors of buildings. Upper floor window signs must be painted on the glass, covering no more than twenty-five (25) percent of the glass area per window opening with a letter height maximum of nine (9) inches. Signs shall be limited to two (2) per business, per floor.
- b. *Wall Sign.* Signs on walls are allowed. Wall signs must be designed to be compatible with the architectural character of the facade to which they are

attached. Wall signs may be a maximum of fifty (50) square feet.

c. Cornice Sign. Signs located on a building cornice must fit within the framing elements of the cornice and be designed to be compatible with the architectural character of the cornice.

11. *Multi-Story/Multi-Tenant Building Identification Signs.* Any building of four stories or higher, located in business parks or on business or contiguous commercially zoned parcels, may have: Two (2) ground or wall signs of permitted size within the permissible setbacks; One (1) directory sign of permitted size listing tenants and retail or commercial users; One (1) entry sign, if building entry is recessed; and one (1) address sign.

a. Signs mounted upon the upper fascia of such buildings must be horizontal to the building face and be located within some architectural element of the building constructed to accommodate such signs. No roof signs shall be permitted. The total amount of Signage allowed upon a face of any such building shall not exceed twenty-five (25) percent of the total area of the face of the building or seventyfive (75) square feet whichever is smaller.

b. No ground or wall sign on a multi-story building shall exceed seventy-five (75) square feet in total area, nor shall it exceed twenty-five feet (25) in overall height. The copy on any such ground sign shall be twenty-four (24) inches above grade level. No more than one ground sign visible to the major artery or streetfront shall be permitted. The ground sign shall contain the name and address of the building or user. One ground sign visible to the road or motorist and pedestrian at the entryway which provides direct access to the property shall be permitted provided that it is no larger than fifty (50) square feet and no more than twenty (20) feet in total height. The copy on any such ground sign shall be no less than twenty-four (24) inches above grade level. The total of all ground signs visible to arteries and access roads shall not exceed one hundred and fifty (150) square feet. In the case of a building, such as a hotel, other outside signs designating parking, lobby, pickup and delivery areas, function room entries, health clubs and so forth shall be permitted as such design is submitted to the Planning Board.

c. Signs located inside such buildings will not be subject to this Section 5.3, but they will be subject to all other applicable regulations as enforced by the Department of Inspectional Services.

12. *New Construction or Alteration of Existing Building Facades.* When a permanent sign is to be erected in conjunction with a newly constructed building, the design and location of the signs and sign panels shall be considered an integral part of the facade design.

a. When a building is undergoing exterior alterations to its facade, the design and location of the signs and sign panels shall be considered an integral part of the facade design.

b. All new and altered buildings intended for retail and/or commercial use shall provide appropriate storefront sign bands and other appropriate facade areas to allow for the safe, re-usable and proper installation of signs in conformance with requirements of this Section.



**5.3.10 Design Standards; Contiguous Commercial Areas.** The following design standards shall apply in contiguous commercial areas and supersede all other requirements:

1. *Sign Copy.* Permanent business name signs covered in this Section may contain the following information: The name of the establishment and/or identification of the primary product or service; appropriate symbols, slogans or logos may be used.

a. A trademark may be used where its coverage of the sign panel does not constitute more than twenty-five (25) percent of the total sign panel.

b. The same sign copy, slogan, logo, symbol or trademark shall not be repeated on a single sign panel or series of panels on the same or similar architectural element unless it is repeated ordinarily as part of the usual business identification, or unless it contributes to the overall design of the facade.

c. Signs for businesses above the ground floor are to be used for on-premises identification purposes only, and may include the business name and that of the primary product or service provided.

2. *Number of Signs.* Each ground floor business establishment shall be allowed a maximum of three (3) business name signs as follows: one (1) storefront, wall, awning or window sign which is meant to be the main name sign for the business; two (2) additional signs of the following types may also be mounted by the establishment: awning, sign belt, box, ground, freestanding, canopy, flag, V, window, door, entry, directory, product, logo, time/temperature, changeable, electronic, electronic message, business hours/goods/services sign.

a. Whatever combination of the above sign styles a business establishment chooses to use, all signs must conform to the size, materials and copy requirements of this Section 5.3.

b. A maximum of two (2) temporary signs per business establishment shall be allowed. Those signs shall conform to the rules for temporary signs.

3. *Size of Signs.* Signs covered in this Section shall be regulated according to the size of the sign copy and the panel or size requirements established in previous Sections. Where no constraining architectural features otherwise exist, the maximum sign copy or sign panel area shall be twenty-five percent of the building facade area.

**5.3.11 Special Regulations; Commercial Arterial Areas.** Commercial arterial areas are highway-type establishments, set back on what is called an arterial roadway. An arterial roadway is normally one which is characterized by having at least four (4) lanes of two way traffic, generally with a street width of at least sixty (60) feet. Such areas generally possess the following attributes: (1) a deep set back from the property line, usually at least twenty (20) feet; and (2) a highway orientation with provision for on-premises, off-street parking, generally for a minimum of cars; and (3) buildings on these ways are usually free-standing, that is, they are generally separated from each other and not physically connected with lot lines normally allowing for space between the individual buildings; and (4) building frontage on a commercial arterial way normally does not extend fully to the edges of the entire lot frontage. Signs in commercial arterial areas shall conform to all of the other sign regulations for the entire City as

previously listed in this Section 5.3 except as may be superseded below:

*1. For a Single Business Located in One Building on a Lot:*

a. One (1) free-standing sign, (ground, pole or like type sign) per building, such sign set back a minimum of six (6) feet from the property line. Such free-standing sign may have a maximum of two (2) faces. No free-standing sign on a building shall exceed seventy-five (75) square feet in total area, nor shall it exceed twenty-five feet (25) in overall height from the top of the sign to the pavement. The copy on any such sign shall be a minimum of twenty-four (24) inches above grade level. No more than one ground sign visible to the major artery is allowed. Each single business may have up to three (3) additional other signs (from the approved list) affixed directly to the building. If the business chooses not to erect a freestanding sign, it shall however be limited to the maximum of three (3) signs referred to above.

*2. For Multiple Businesses Located in One Building:*

a. One (1) free-standing sign, (ground, pole or like type sign) per building. Such free-standing sign may have a maximum of two(2) faces. No free-standing sign on a building shall exceed seventy-five (75) square feet in total area, nor shall it exceed twenty-five feet (25) in overall height from the top of the sign to the pavement. The copy on any such sign shall be a minimum of twenty-four (24) inches above grade level. No more than one ground sign visible to the major artery is allowed. Each individual business may have its own recognition on the pole sign.

b. Each individual business may also affix up to the three (3) signs (from the approved list) allowed in commercial contiguous areas, however, these businesses being located in the same physical building must have the same type of sign design for the entire building structure. All signs on the main building sign band or comparable architectural feature must be of the same type. The determination of the main sign. type on such buildings will be the decision of the building owner/landlord.

*3. For Multiple Businesses Located in More than One Building:*

a. One (1) free-standing sign, (ground, pole or like type sign) per business center. Such free standing sign may have a maximum of two (2) faces. No free-standing sign on a building shall exceed seventy-five (75) square feet in total area, nor shall it exceed twenty-five feet (25) in overall height from the top of the sign to the pavement. The copy or any such sign shall be a minimum of twenty-four (24) inches above grade level. No more than one ground sign visible to the major artery is allowed. Each individual business may have its own recognition on the pole sign.

b. Each individual business may also affix up to the three (3) signs ( from the approved list) as allowed in commercial contiguous areas. The main sign band type allowed on each building shall be the decision of the landlord/ building owner.

### **5.3.12 Administration and Enforcement.**

1. *Maintenance of Signs.* All signs and their appurtenances shall be kept in good repair and safe condition. Low maintenance materials shall be used for permanent signs. The surface to which the sign is affixed shall be properly maintained. It shall be repaired so as to provide a safe, structurally sound, non-eroding, non-deteriorating surface, with no loose or dangling parts. If any sign is deemed to be unsafe by the Department of Inspectional Services, it shall be repaired, or removed immediately by the property owner.

2. *Inspection.* The Department of Inspectional Services shall require compliance with the standards and conditions set forth in this Section 5.3. If a sign is found to be in noncompliance, the owner shall be so notified by the Department of Inspectional Services and the owner shall bring the sign into compliance within thirty (30) days of notification. In the case of abandoned signs, the current property owner of record shall be responsible for removing the sign.

3. *Temporary Signs.* If a business owner or landlord does not remove temporary signs as required by this Section 5.3, then the Department of Inspectional Services will issue a warning ticket to that person regarding removal. If there is no action taken by the owner or landlord to remove the sign within two (2) business days, the Department of Inspectional Services may then issue a ticket for violation of this Section 5.3 for \$50.00. If no action is taken within two (2) further business days, another ticket may be issued for \$100.00 and each day thereafter until the business is in compliance. Should there then be no action by the owner or landlord after the second ticket, the Department of Inspectional Services will be empowered to issue an 11 order to the owner or landlord for immediate removal of the temporary sign.

4. *Good Repair.* Signs shall be kept in good repair or they shall be ordered to be removed by the Department of Inspectional Services, which is the Signage Enforcement Department.

5. *Abandonment.* Any sign or any related frame, structure, or mounting device, deemed to be abandoned by the Department of Inspectional Services must be removed from the premises by the owner of the premises upon cessation of the business, activity, trade, product or service unless the sign has been declared historic by the Commonwealth of Massachusetts Historic Commission. After three (3) months, the sign and its attachments and/or appurtenances must be taken down immediately or made to blend in with the existing building facade. In the event that the owner fails to comply, the City may enter onto the Property to implement the measures set forth above. In the event the City incurs expense, the owner shall promptly reimburse the City for all reasonable expenses associated therewith; if the owner fails to so reimburse the City, the City may place a lien on the property or any improvement thereon to secure such payment.

**5.3.13 Special Permit.** By special permit pursuant to Section 9.4, the Planning Board may authorize signs of greater size or number than otherwise set forth in this Section 5.3, provided

that such relief shall not result in substantial detriment. Signs of a different type than that otherwise allowed shall require a variance.

## **5.4 PERFORMANCE STANDARDS**

**5.4.1 Lighting.** In a Residence District, no outdoor decorative or floodlighting shall be permitted except lighting primarily designed to illuminate walks, driveway, parking areas, doorways, outdoor living areas or outdoor recreational facilities, and except temporary holiday lighting, except decorative floodlighting of institutional, public or historic buildings. Any such permanent lighting shall be continuous indirect light installed in such a manner that will prevent direct light from shining onto any street or adjacent property. No neon type or exposed illuminated gas tube type light shall be allowed.

**5.4.2 Fencing and Screening in the Industrial and Business Districts.** In an Industrial or Business district, the outdoor storage of goods, products, materials or equipment shall, if visible at normal eye level from any point beyond the boundaries of the premises and less than five hundred feet distant, be screened from, such view. Screening, as defined herein, shall be an ornamental lattice, opaque fence, plantings or sight-obscuring screening which shall not be less than six nor more than ten feet high and not less than fifty percent opaque. Plantings shall be at least ten feet in width and contain at least two rows of alternate live deciduous and evergreen trees. Said trees shall not be more than five feet apart, shall have an original planting height of at least six feet, shall be able to attain a height of at least ten feet, and shall be maintained in a healthy growing condition by the property owner. Any existing open storage in any district shall within one year of the effective date of this Section 5.4 be properly screened or removed.

**5.4.3 Screening Adjacent to Residential Districts.** Where an Industrial District or Business District is located adjacent to a Residence District or a public park or playground and is not separated there from by a public way, a compact planting screen as defined in Section 5.4.2 along the property or lot line adjoining said district boundary shall be provided and maintained by the owners of said premises. Said screening shall contain no structures or parking or be devoted to any other use or purpose, and shall be maintained in a healthy growing condition by the property owner.

**5.4.4 Maintenance and Replacement.** Required landscaping shall be maintained in a healthy condition. In the event that such required landscaping dies, it shall be replanted forthwith or at the start of the next growing season.

**5.4.5 Urban Renewal Use.** An Urban Renewal Use is exempt from the provisions of Section 5.4.